



## STAMPING AND SIGNING OF PLANS

**Licensed professionals stamp technical documents** submitted to building officials for review in order to certify that the licensee has discharged his responsibility to prepare complete construction documents that comply with all applicable laws governing the construction of the intended improvement. Architects, residential designers, engineers, landscape architects and contractors are responsible for limiting their design services to their specific area of registration or licensure.

**Architects, residential designers, and landscape architects are prohibited by law** from sealing or stamping any work that has not been prepared under their direct supervision. It is unlawful for a professional engineer to sign, stamp or seal any plans, specifications, plats or reports that were not prepared by him or for which he did not have responsible charge of work.

The following policy is presented as the minimum acceptable standards for the sealing and submittal of plans and other technical documents. **Where seals and / or stamps are required, signature stamps are prohibited.**

1. **Plans:** Each sheet of every separate element or professional discipline (e.g.: architectural, landscape architectural, mechanical, electrical, etc.) of every set of plans submitted must contain an original impression seal or wet stamp with an original signature and date over the seal or stamp. Structural plans may contain an original impression for the front sheet, and subsequent sheets may be copies of the seal.
2. **Specifications:** When required and submitted, each document must contain an **original impression seal** or **wet stamp** bearing an original signature and date over the seal or stamp.
3. **Calculations:** The front page only of each set of calculations submitted must contain an original impression seal or wet stamp with an original signature and date over the seal or stamp.
4. **Soils and other required Reports or Analyses:** An original impression seal or wet stamp with an original signature and date must be placed on the front page or within the body of the report.
5. At times a professional document contains the product of more than one professional. In this instance **each must seal, sign and date** the document and add a notation clearly specifying what his seal denotes.
6. Technical reports shall be **sealed and signed by a registrant**.
7. **For plans provided by a contractor:** In a title block, list the contractor's name, license number, name of person who prepared plans, and the phone number in a prominent location on each sheet of each set of plans. The original signature of the contractor shall accompany this information. In the case of electrical, mechanical, and plumbing plans, the title block must contain the printed name and the original signature of the appropriate Master or Qualified Individual, their license number or certification number and the phone number.
8. **For plans prepared by an owner / builder:** List owner's name that prepared plans in a prominent location on every sheet of each set of plans. This information would be accompanied by the original signature of the owner / builder.

## 9. Electronic Media:

A. Details, shop drawings, product descriptions and other product information prepared by manufacturers, suppliers or installers of a specific product or system may be integrated into documents prepared and sealed by registered design professionals. Architects may do so providing they are incidental in relationship to the overall scope of the project and do not, in themselves, describe spaces, elements or systems directly effecting public health, safety and welfare; engineers are not limited to an incidental relationship or by spaces, elements, etc. However, in any case, the design professional must accept full responsibility for all information contained which becomes a part of the design documents.

B. **Computer generated stamps** may be used on final original drawings providing a handwritten signature is placed across the stamp and the date is written below the stamp. Computer generated signatures and dates are not accepted. Drawings that are transmitted electronically to a client or regulatory agency should have the computer-generated stamp removed from the original file. It is recommended that a different or contrasting color be used for the stamp and handwritten signature to prevent duplication efforts by unauthorized individuals.